

# GRANT-BASED ON-THE-JOB TRAINING PARTICIPATION: VOLUNTARY CONSENT FORM

PARTICIPANT NAME	
CASE NAME	
CASE NUMBER	I.D. NUMBER
WELFARE TO WORK WORKER NAME	

This form is to help you decide if you want to volunteer to participate in a grant-based on-the-job training (OJT) assignment and provide you information on your rights and responsibilities if you accept the assignment. This assignment is a welfare-to-work activity where all or part of your cash aid and/or grant savings from employment will be given to your employer. The employer will use your cash aid to help pay your wages. If you choose not to participate in a grant-based OJT assignment, you and your Welfare-to-Work Case Manager will determine what your next assignment will be, based on your background, employment plan, and whether or not you have reached your 18- or 24-month time limit.

## GRANT-BASED ON-THE-JOB TRAINING (OJT) PARTICIPATION REQUIREMENTS

My initials below show that I have reviewed the following items with my worker and understand the requirements for participation in a grant-based OJT funded assignment.

- ☐ Participation in a grant-based OJT assignment is voluntary.
- ☐ The county welfare department (CWD) cannot take any action against me for refusing to agree to be assigned to a grant-based OJT position.
- ☐ The CWD will give all or part of my cash aid to my employer to pay all or part of my wages.
- ☐ I will not receive the earned income disregard for wages that are paid from the cash aid given to my employer.
- ☐ When I participate in a grant-based OJT assignment, my total monthly take-home pay may be less than the amount I would usually get as cash aid.
- ☐ The amount of my cash grant will be based on the expected earnings from my grant-based OJT assignment.
- ☐ The monthly total of my **gross wages** (the amount I am paid before taxes and other payments are taken out) plus my cash aid, if any, should be as much as or more than the amount I would get as cash aid if I did not take the grant-based OJT position.
- ☐ If the county pays me a corrective underpayment because my employer does not pay me for all the hours that I work, and I later collect the wages due from the employer, I will pay the county back for as much of the corrective underpayment as I receive in back wages from the employer. If I don't return the money the county will consider this an overpayment.
- ☐ I am still a CalWORKs recipient. If this grant-based OJT assignment becomes my required welfare-to-work activity, I must continue to complete with CalWORKs welfare-to-work requirements.
- ☐ Failure to comply with the requirements of the grant-based OJT assignment without a good reason will result in a sanction and my cash aid may be reduced. Some reasons why I may be sanctioned and have my cash aid terminated or reduced are: failing to meet my work requirements, failing to show up for work, tardiness, failing to follow procedures, failing to mark satisfactory progress in my job, etc.
- ☐ If I do not meet the assignment requirements, I have the right to give a good reason for not participating so I do not get sanctioned and have my cash aid lowered. The following are some good reasons for not meeting my participation requirements or completing my assignment:
  - Lack of supportive services (such as childcare, transportation, tools, clothing required for the job, books, and other necessary job related costs).
  - Victim of domestic abuse (such as physical, sexual, or psychological abuse).
  - The daily or weekly hours of work are more than the hours in my assignment agreement.
  - Acceptance of a full-time unsubsidized job.
  - The Welfare-to-Work Handbook that is part of my WTW plan gives more information on reasons for not participating in my grant-based OJT assignment.
- ☐ I can file for a state hearing to resolve any disagreements that I have with the county welfare department.

## GRANT-BASED ON-THE-JOB TRAINING ASSIGNMENT

EMPLOYER'S NAME:

EMPLOYER'S ADDRESS:

SUPERVISOR'S NAME

SUPERVISOR'S PHONE NUMBER

LENGTH OF ASSIGNMENT:

DAILY WORK HOURS:

TOTAL HOURS OF WORK ASSIGNED PER WEEK:

HOURLY STARTING WAGE:

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Amount that the CWD will pay to my employer: \$\_\_\_\_\_. The CWD will subtract this money from my grant, or if my grant is not enough, from the grant savings to the CWD caused by my wages.

I agree to tell my Welfare-to-Work worker of any changes to my work schedule as soon as possible, but no later than five days after the change.

I understand that the employer will provide the following benefits:

- ☐ None ☐ Paid Holidays  
☐ Health Insurance ☐ Dental Insurance Coverage  
☐ Sick Leave ☐ Vacation  
☐ Others \_\_\_\_\_

### CERTIFICATION

I understand the purpose of the grant-based OJT assignment is to give me work skills and help me find a job. I have read and had explained to me, the contents of this form. I know that I must meet all my responsibilities as a welfare-to-work participant. I understand that I can ask my Welfare-to-Work worker if I have any questions.

I understand that I must tell my Welfare-to-Work worker right away of changes in my need for welfare-to-work supportive services or if I no longer need them. If I do not report the changes in advance, Welfare-to-Work may not be able to pay for them. I understand that if Welfare-to-Work pays for supportive services that are more than what I need to participate in Welfare-to-Work, I will have to pay Welfare-to-Work back.

I understand that if this is my first welfare-to-work activity and I want to ask for a change, I have 30 days to contact my worker. If this is not my first welfare-to-work activity, I have 3 days to contact my worker to ask for another activity within my welfare-to-work plan.

☐ I do not wish to participate in a grant-based OJT assignment at this time.

PARTICIPANT'S SIGNATURE

DATE

☐ I want to volunteer for a grant-based OJT assignment. I have read (or had read to me) and understand the information provided above and have received a signed copy of this form.

PARTICIPANT'S SIGNATURE

DATE

WELFARE TO WORK WORKER'S SIGNATURE

PHONE

DATE

You have the right to ask for a state hearing if you disagree with any of the decisions made by the county about participating in Welfare-to-Work.

### EXAMPLES OF FAMILY INCOME (REGION 1)

These examples are to give you an idea of the differences in income between cash aid, a regular job, and grant-based on-the-job training (OJT) employment. The amount you receive will vary depending on your family size, how many hours you work, and how much other income you might receive.

<b>Region 1</b> Assistance Unit Size = 2	<b>Receive Cash Aid Only</b>	<b>Regular Job</b> When Gross Wages Equals Cash Aid Amount	<b>Grant-based OJT</b> When Gross Wages Equals Cash Aid Amount
<b>Cash aid for two people</b>	\$520	\$520	<b>\$520 is diverted to the employer</b>
<b>Monthly gross wage</b>	N/A (does not apply)	\$520	\$520
<b>Earned income disregard</b> Gross wage less \$225	N/A	$\$520 - \$225 = \$295$	N/A
<b>50% earned income disregard</b>	N/A	$\$295 \div 2 = \$147$	N/A
<b>Nonexempt income</b>	N/A	\$147	\$520
<b>Cash aid for two people</b>	\$520	\$520	\$520
<b>Less nonexempt income</b>	N/A	-\$147	-\$520
<b>Cash aid received</b>	<b>\$520</b>	<b>\$373</b>	<b>\$0</b>
<b>Net wages</b> = gross wages less 8% for social security, Medicare, and SDI taxes	N/A	$\$520 - \$41 \text{ (taxes)} = \$479$	$\$520 - \$41 \text{ (taxes)} = \$479$
<b>Total income</b>	<b>\$520</b>	$(\$373 + \$479) = \$852$	<b>\$479</b>

<b>Region 1</b> Assistance Unit Size = 3	<b>Receive Cash Aid Only</b>	<b>Regular Job</b> When Gross Wages Equals Cash Aid Amount	<b>Grant-based OJT</b> When Gross Wages Equals Cash Aid
<b>Cash aid for three people</b>	\$645	\$645	<b>\$645 is diverted to the employer</b>
<b>Monthly gross wage</b>	N/A	\$645	\$645
<b>Earned income disregard</b> Gross wage less \$225	N/A	$\$645 - \$225 = \$420$	N/A
<b>50% earned income disregard</b>	N/A	$\$420 \div 2 = \$210$	\$645
<b>Nonexempt income</b>	N/A	\$210	\$645
<b>Cash aid for three people</b>	<b>\$645</b>	\$645	\$645
<b>Less nonexempt income</b>	N/A	-\$210	-\$645
<b>Cash aid received</b>	\$645	<b>\$435</b>	<b>\$0</b>
<b>Net wages</b> = gross wages less 8% for social security, Medicare, and SDI taxes	N/A	$\$645 - \$51 \text{ (taxes)} = \$594$	$\$645 - \$51 \text{ (taxes)} = \$594$
<b>Total income</b>	<b>\$645</b>	$(\$435 + \$594) = \$1,029$	<b>\$594</b>

<b>Region 1</b> Assistance Unit Size = 5	<b>Receive Cash Aid Only</b>	<b>Regular Job</b> When Gross Wages Equals Cash Aid Amount	<b>Grant-based OJT</b> When Gross Wages Equals Cash Aid
<b>Cash aid for five people</b>	\$874	\$874	<b>\$874 is diverted to the employer</b>
<b>Monthly gross wage</b>	N/A	\$874	\$874
<b>Earned income disregard</b> Gross wage less \$225	N/A	$\$874 - \$225 = \$649$	N/A
<b>50% earned income disregard</b>	N/A	$\$649 \div 2 = \$324$	N/A
<b>Nonexempt income</b>	N/A	\$324	\$874
<b>Cash aid for five people</b>	\$874	\$874	\$874
<b>Less nonexempt income</b>	N/A	-\$324	-\$874
<b>Cash aid received</b>	<b>\$874</b>	<b>\$550</b>	<b>\$0</b>
<b>Net wages</b> = gross wages less 8% for social security, Medicare, and SDI taxes	N/A	$\$874 - \$69 \text{ (taxes)} = \$805$	$\$874 - \$69 \text{ (taxes)} = \$805$
<b>Total income</b>	<b>\$874</b>	$(\$550 + \$805) = \$1,355$	<b>\$805</b>

### EXAMPLES OF FAMILY INCOME (REGION 2)

These examples are to give you an idea of the differences in income between cash aid, a regular job, and grant-based on-the-job training (OJT). The amount you receive will vary depending on your family size, how many hours you work, and how much other income you might receive.

<b>Region 2</b> Assistance Unit Size = 2	<b>Receive Cash Aid Only</b>	<b>Regular Job</b> When Gross Wages Equals Cash Aid Amount	<b>Grant-based OJT</b> When Gross Wages Equals Cash Aid
<b>Cash aid for two people</b>	\$495	\$495	<b>\$495 is diverted to the employer</b>
<b>Monthly gross wage</b>	N/A (does not apply)	\$495	\$495
<b>Earned income disregard</b> Gross wage less \$225	N/A	$\$495 - \$225 = \$270$	N/A
<b>50% earned income disregard</b>	N/A	$\$270 \div 2 = \$135$	N/A
<b>Nonexempt income</b>	N/A	\$135	\$495
<b>Cash aid for two people</b>	\$495	\$495	\$495
<b>Less nonexempt income</b>	N/A	-\$135	-\$495
<b>Cash aid received</b>	<b>495</b>	<b>\$360</b>	<b>\$0</b>
<b>Net wages</b> = gross wages less 8% for social security, Medicare, and SDI taxes	N/A	$\$495 - \$39 \text{ (taxes)} = \$456$	$\$495 - \$39 \text{ (taxes)} = \$456$
<b>Total income</b>	<b>\$495</b>	$(\$360 + \$456) = \$816$	<b>\$479</b>

<b>Region 2</b> Assistance Unit Size = 3	<b>Receive Cash Aid Only</b>	<b>Regular Job</b> When Gross Wages Equals Cash Aid Amount	<b>Grant-based OJT</b> When Gross Wages Equals Cash Aid
<b>Cash aid for three people</b>	\$614	\$614	<b>\$614 is diverted to the employer</b>
<b>Monthly gross wage</b>	N/A	\$614	\$614
<b>Earned income disregard</b> Gross wage less \$225	N/A	$\$614 - \$225 = \$389$	N/A
<b>50% earned income disregard</b>	N/A	$\$389 \div 2 = \$194$	N/A
<b>Nonexempt income</b>	N/A	\$194	\$614
<b>Cash aid for three people</b>	<b>\$614</b>	\$614	\$614
<b>Less nonexempt income</b>	N/A	-\$194	-\$614
<b>Cash aid received</b>	<b>\$614</b>	<b>\$420</b>	<b>\$0</b>
<b>Net wages</b> = gross wages less 8% for social security, Medicare, and SDI taxes	N/A	$\$614 - \$49 \text{ (taxes)} = \$565$	$\$614 - \$49 \text{ (taxes)} = \$565$
<b>Total income</b>	<b>\$614</b>	$(\$420 + \$565) = \$985$	<b>\$565</b>

<b>Region 2</b> Assistance Unit Size = 5	<b>Receive Cash Aid Only</b>	<b>Regular Job</b> When Gross Wages Equals Cash Aid Amount	<b>Grant-based OJT</b> When Gross Wages Equals Cash Aid
<b>Cash aid for five people</b>	\$832	\$832	<b>\$832 is diverted to the employer</b>
<b>Monthly gross wage</b>	N/A	\$832	\$832
<b>Earned income disregard</b> Gross wage less \$225	N/A	$\$832 - \$225 = \$607$	N/A
<b>50% earned income disregard</b>	N/A	$\$607 \div 2 = \$303$	N/A
<b>Nonexempt income</b>	N/A	\$303	\$832
<b>Cash aid for five people</b>	\$832	\$832	\$832
<b>Less nonexempt income</b>	N/A	-\$303	-\$832
<b>Cash aid received</b>	<b>\$832</b>	<b>\$529</b>	<b>\$0</b>
<b>Net wages</b> = gross wages less 8% for social security, Medicare, and SDI taxes	N/A	$\$832 - \$66 \text{ (taxes)} = \$766$	$\$832 - \$66 \text{ (taxes)} = \$766$
<b>Total income</b>	<b>\$832</b>	$(\$529 + \$766) = \$1,295$	<b>\$766</b>